



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Neighborhoods

Kathy Nyland, Director

REQUEST FOR PROPOSALS

Consultant Contract

YOUTH VOICE, YOUTH CHOICE JOB READINESS WORKSHOPS FOR HOMELESS YOUTH: REQUEST FOR PROPOSALS (RFP)

Procurement Schedule

Table 1: Procurement Schedule

Schedule of Events	Date/Time
Solicitation Release	Wednesday, Nov 30
Optional Pre-Submittal Info Session Seattle Public Library - University Branch 5009 Roosevelt Way NE Seattle, WA 98105	Monday, Dec 19 4:00 – 5:45 p.m.
Deadline for Questions	Thursday, Dec 29 5:00 p.m.
Response Deadline	Friday, Jan 6 5:00 p.m.
Proposal Review/Interviews (TBD)	Jan 9 – 20 Exact Time/Date TBD
Announcement of Successful Proposer(s)	Tuesday, Jan 30
Anticipated Negotiation Schedule	Jan 30 – Mar 15
Contract Execution	Friday, Mar 16

*The City reserves the right to modify this.
Changes will be posted on the City website or as otherwise stated.*

Seattle Department of Neighborhoods

Youth Voice, Youth Choice

“Job Readiness Workshops for Homeless Youth Project”

11/30/2016

Questions?

Contact Jenny Frankl

jenny.frankl@seattle.gov

(206) 396-0200

Procurement Contact

Project Manager: Jenny Frankl, jenny.frankl@seattle.gov, (206) 396-0200

Table 2: Delivery Address

Fed Ex & Hand Delivery - Physical Address	US Post Office - Mailing Address
Seattle Department of Neighborhoods Participatory Budgeting Program City Hall 400 Fifth Avenue, 4 th Floor Seattle, Washington, 98104	Seattle Department of Neighborhoods Participatory Budgeting Program C/O Jenny Frankl P.O. Box 94649 Seattle, Washington, 98124-4649

Unless authorized by the Project Manager, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Proposer contacting other City officials or employees does so at Proposer's own risk. The City is not bound by such information.

Table of Contents

1.	Purpose and Background.	4
2.	Performance Schedule.	4
3.	Solicitation Objectives.	4
4.	Minimum Qualifications.	5
5.	Scope of Work.....	5
6.	Contract Modifications.	5
7.	Procedures and Requirements.	6
8.	Response Materials and Submittal.....	15
9.	Selection Process.	16
10.	Award and Contract Execution.	17
11.	Proposal Response	19

1. Purpose and Background.

Background: In May 2016, through the City of Seattle's pilot Participatory Budgeting program – Youth Voice, Youth Choice – over 3,000 youth voted to prioritize \$700,000. The 'Job Readiness Workshops for Homeless Youth' project, specified on the ballot as *'a term-limited expansion of existing services for youth experiencing homelessness focused on job readiness,'* was selected as one of seven projects to be funded through the program.

The total amount of funding available for the 'Job Readiness Workshops for Homeless Youth' project is Forty-Three Thousand and Six Hundred dollars (\$43,600).

Statement of Purpose: The City of Seattle invites proposals from Consultants that provide job readiness workshops for youth who are experiencing homelessness. The City recognizes that there are significant barriers that young people who are unstably housed face as they enter the working world. The City seeks to partner with an organization that has a proven record of success in working with homeless youth and young adults, currently offers job-readiness resources or services, and is looking to expand the breadth of their current service provisions or build on the way their organization has traditionally approached job readiness training for homeless youth. The goal of this project is to increase the likelihood for young people experiencing homelessness to acquire and retain permanent employment by increasing their readiness and ability.

2. Performance Schedule.

The contract should be in place no later than March 16 and be completed by Dec 31, 2017, unless an extension is mutually agreed to by both parties.

3. Solicitation Objectives.

A successful project application will:

- Demonstrate the Consultant's experience and success in working with the target population and delivering job readiness services or programs.
- Be developed through a process that demonstrates community engagement and participation. (i.e. needs addressed through project, organizational partners, etc.).
- Provide details of the scope of the trainings/workshops your organization will offer through this project (i.e. frequency, # of trainings, subject content, presentation-style, # of youth expected to participate, youth stipends, etc.).
- Describe your outreach plan for ensuring your set goals for participation in these workshops/trainings.
- Build connections among communities and involve a diversity of people and organizations; have engaged project partners.
- Provide clear statements of how the project addresses the project goal, the anticipated results, and the metrics used to measure success.

- Have a clear budget and demonstrated capacity to manage funds effectively.

Priority will be given to projects that engage other partners in the community and leverage the investments of other public or private organizations committed to the project.

4. Minimum Qualifications.

Minimum qualifications are required for a Consultant to be eligible to submit a RFP response. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by the City without further consideration:

Qualified Consultants must:

- Have or partner with an organization that has current 501-C3 status and is in good standing with the City of Seattle
- Adhere to all federal, state, local laws
- All contracting organizations will be required to submit a W-9 and meet insurance requirements that include naming the city as an additional insured. No funds will be disbursed to successful applicants until these steps have been completed.
- Be a registered vendor of the City of Seattle
(<http://www2.ci.seattle.wa.us/Consultantregistration/default.asp>)

5. Scope of Work.

The goal of this project is to increase the likelihood for young people experiencing homelessness to acquire and retain permanent employment by increasing their readiness and ability.

Driven by the stated goal above, the Consultant is expected to:

- Research and identify training/skill development needs to inform workshop topics
- Specify workshop logistics, i.e. duration, frequency, times, dates, location(s).
- Provide outline of topics and/or guest presenters prior to start of workshop series
- Develop outreach/communication plan for reaching target population
- Evaluate programming/curriculum throughout series and make changes as necessary
- Develop training goals that are applicable to real-life scenarios
- Design culturally-responsive curriculum that address the range of barriers experienced by homeless youth in finding/retaining employment

6. Contract Modifications.

Consultants submit proposals understanding all Contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The City reserves the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the attached Contract form, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions.

7. Procedures and Requirements.

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

7.1 Registration into City Registration System.

If you have not previously done so, register at: <http://www.seattle.gov/obd> The City expects all firms to register. Women- and minority- owned firms are asked to self-identify. For assistance, call Julie Salinas at 206-684-0383.

7.2 Pre-Proposal Information Session

Applicants are highly encouraged, but not required to attend a pre-proposal informational session on **Monday, December 19, from 4:00 to 5:45 p.m., at the University Branch of the Seattle Public Library**. This will be an opportunity to discuss the RFP, ask questions, and understand the process for review, approval, and contracting.

7.3 Questions.

Proposers may submit written questions to the Project Manager until the deadline stated on page 1. The City prefers questions be through e-mail to the City Project Manager. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under any subsequent contract. It is the responsibility of the interested Consultant to assure they receive responses to Questions if any are issued.

7.4 Changes to the RFP.

The City may make changes to this RFP if, in the sole judgment of the City, the change will not compromise the City's objectives in this solicitation. Any change to this RFP/RFQ will be made by formal written addendum issued by the City's Project Manager and shall become part of this RFP/RFQ.

7.5 Receiving Addenda and/or Question and Answers.

It is the obligation and responsibility of the Consultant to learn of addenda, responses, or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City. All submittals sent to the City may be considered compliant with

or without specific confirmation from the Consultant that all addenda were received and incorporated into your response. However, the Project Manager reserves the right to reject any submittal that does not fully incorporate Addenda that is critical to the project.

7.6 Proposal Submittal.

- a. Proposals must be received by the City no later than the date and time on page 1 except as revised by Addenda.
- b. All pages are to be numbered sequentially, and closely follow the requested formats.
- c. The City has page limits specified in the submittal instructions section. Any pages that exceed the page limit will be excised from the document for purposes of evaluation.
- d. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances.

Submit Form Electronically	Submit Hard Copy Form
<p>E-mail your submittal to: jenny.frankl@seattle.gov and CC: Onya. Robertson@seattle.gov Please entitle e-mail: JOB READINESS WORKSHOP RFP.</p> <p>Please note: Any risks associated are borne by the Proposer. The City e-mail system will allow documents up to 20 Megabytes.</p>	<p>The Submittal may be hand-delivered or otherwise be received by Jenny Frankl at the address provided, by the submittal deadline. Delivery errors will result without careful attention to the proper address.</p>

7.7 License and Business Tax Requirements.

The Consultant must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if required by law. Carefully consider those costs before submitting an offer, as the City will not separately pay or reimburse such costs.

Seattle Business Licensing and associated taxes.

- a. If you have a “physical nexus” in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
- b. A “physical nexus” means you have physical presence, such as: a building/facility in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).

- c. We provide a Consultant Questionnaire Form in our submittal package items later in this RFP, and it will ask you to specify if you have “physical nexus”.
- d. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
- e. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
- f. The City of Seattle Application for a Business License can be found here:
<http://www.seattle.gov/Documents/Departments/FAS/Licensing/Seattle-business-license-application.pdf>
- g. You can find Business License Application help here:<http://www.seattle.gov/licenses/get-a-business-license/license-application-help>
- h. Self-Filing You can pay your license and taxes on-line using a credit card
<https://dea.seattle.gov/self/>
- i. For Questions and Assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is rca@seattle.gov. The main phone is 206-684-8484.
- j. The licensing website is <http://www.seattle.gov/licenses>
- k. The City of Seattle website allows you to apply and pay on-line with a Credit Card if you choose.
- l. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the RCA office at rca@seattle.gov to request additional assistance.
- m. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

State Business Licensing. Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://bls.dor.wa.gov/file.aspx> and the State of Washington Department of Revenue is available at 1-800-647-7706.

Federal Excise Tax. The City is exempt from Federal Excise Tax (Certificate of Registry #9173 0099K exempts the City).

7.8 Paid Sick Time and Safe Time Ordinance

Be aware that the City has a Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work

Seattle Department of Neighborhoods

Youth Voice, Youth Choice

“Job Readiness Workshops for Homeless Youth Project”

11/30/2016

Questions?

Contact Jenny Frankl

jenny.frankl@seattle.gov

(206) 396-0200

due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees. This is in addition and additive to benefits a worker receives under prevailing wages per WAC 296-127-014(4). City contract specialists may audit payroll records or interview workers as needed to ensure compliance to the ordinance. Please see <http://www.seattle.gov/laborstandards>, or may call the Office of Labor Standards at 206.684.4500 with questions.

7.9 Proposer Responsibility to Provide Full Response.

It is the Proposer's responsibility to respond in a manner that does not require interpretation or clarification by the City. The Proposer is to provide all requested materials, forms and information. The Proposer is to ensure the materials submitted properly and accurately reflect the Proposer's offering. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Proposer after the RFP/RFQ deadline; this does not limit the City's right to consider additional information (such as references that are not provided by the Proposer but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

7.10 Prohibited Contacts.

Proposers shall not interfere in any way to discourage other potential and/or prospective proposers from proposing or considering a proposal process. Prohibited contacts includes but is not limited to any contact, whether direct or indirect (i.e. in writing, by phone, email or other, and by the Proposer or another person acting on behalf of the Proposer) to a likely firm or individual that may discourage or limit competition. If such activity is evidenced to the satisfaction and in sole discretion of the City department, the Proposer that initiates such contacts may be rejected from the process.

7.11 No Guaranteed Utilization.

The City does not guarantee utilization of any contract(s) awarded through this RFP/RFQ process. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to issue multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts, to obtain these same or similar services. The City may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

7.12 Expansion Clause.

The contract limits expansion of scope and new work not expressly provided for within the RFP.

Expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with the following:

(a) New Work is not reasonable to solicit separately; (b) is for reasonable purpose; (c) was not reasonably known by the City or Consultant at time of solicitation or was mentioned as a possibility in the solicitation (i.e. future phases of work, or a change in law); (d) is not significant enough to be regarded as an independent body of work; (e) would not attract a different field of competition; and (f) does not vary the identity or purpose of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not subject to these limitations, such as additional phases of Work anticipated during solicitation, time extensions, and Work Orders issued on an On-Call contract. Expansion must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

7.13 Right to Award to next ranked Consultant.

If a contract is executed resulting from this solicitation and is terminated within 90-days, the City may return to the solicitation process to award to the next highest ranked responsive Consultant by mutual agreement with such Consultant. New awards thereafter are also extended this right.

7.14 Negotiations.

The City may open discussions with the apparent successful Proposer, to negotiate costs and modifications to align the proposal or contract to meet City needs within the scope sought by the solicitation.

7.15 Effective Dates of Offer.

Solicitation responses are valid until the City completes award. Should any Proposer object to this condition, the Proposer must object prior to the Q&A deadline on page 1.

7.16 Cost of Preparing Proposals.

The City is not liable for costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

7.17 Readability.

The City's ability to evaluate proposals is influenced by the Consultant detail, comprehensive material and readable format of the response.

7.18 Changes or Corrections to Proposal Submittal.

Prior to the submittal due date, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the closing date and time.

7.19 Errors in Proposals.

Proposers are responsible for errors and omissions in their proposals. No error or omission shall diminish the Proposer's obligations to the City.

7.20 Withdrawal of Proposal.

A submittal may be withdrawn by written request of the submitter.

7.21 Rejection of Proposals.

The City may reject any or all proposals with no penalty. The City may waive immaterial defects and minor irregularities in any submitted proposal.

7.22 Incorporation of RFP/RFQ and Proposal in Contract.

This RFP/RFQ and Proposer's response, including promises, warranties, commitments, and representations made in the successful proposal once accepted by the City, are binding and incorporated by reference in the City's contract with the Proposer.

7.23 Independent Contractor.

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the consultant. Consultant workers are prohibited from supervising City employees or from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case, shall such space be provided for over 36 months without specific authorization from the City Project Manager.

7.24 Equal Benefits.

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Proposers provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Submittal instructions includes materials to designate your equal benefits status.

7.25 Women and Minority Subcontracting.

The Mayor's Executive Order and City ordinance require the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. All proposers must agree to SMC Chapter 20.42, and seek meaningful subcontracting opportunities with WMBE firms. The City requires a plan for including minority- and women-owned firms, which becomes a material part of the contract. The Plan must be responsive in the opinion of the City, which means a meaningful and successful search and commitments to include WMBE firms for subcontracting work. The City reserves the right to improve the Plan with the winning Consultant before contract execution. Consultants should use selection methods and strategies sufficiently effective for successful WMBE participation. At City request, Consultants must furnish evidence such as copies of agreements with WMBE subcontractors either before contract execution or during contract performance. The

winning Consultant must request written approval for changes to the Inclusion Plan once it is agreed upon. This includes changes to goals, subconsultant awards and efforts.

7.26 Insurance Requirements.

Any special insurance requirements are provided as an Attachment. If attached, provide proof of insurance to the City before Contract execution. The City will remind the apparent successful Proposer in the Intent to Award letter. The apparent successful Proposer must promptly provide proof of insurance to the City Project Manager.

Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Proposers may elect to provide the requested insurance documents within their Proposal.

7.27 Proprietary Materials.

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Bidders/proposers must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website at <http://app.leg.wa.gov/rcw/default.aspx?cite=42.56>.

If you have any questions about disclosure of the records you submit with your bid, please contact the Project Manager named in this document.

Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary)

As mentioned above, all City of Seattle offices ("the City") are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid/proposal or contract work products, are exempt from disclosure you can request that they not be released before you receive notification. To do so you must complete the City Non-Disclosure Request Form ("the Form") provided by City Purchasing (see attached) and very clearly and specifically identify each

record and the exemption(s) that may apply. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to City Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a bid document, the bidder acknowledges this obligation; the proposer also acknowledges that the City will have no obligation or liability to the proposer if the records are disclosed.

Requesting Disclosure of Public Records

The City asks bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, please address your request in writing to the Project Manager named in this document.

7.28 Ethics Code.

Please familiarize yourself with the City Ethics code:

http://www.seattle.gov/ethics/etpub/et_home.htm. For an in-depth explanation of the City's Ethics Code for Contractors, Vendors, Customers and Clients, please visit:

<http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

No Gifts and Gratuities.

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example is giving a City employee sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants. Promotional items worth less than \$25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotions for the business.

Involvement of Current and Former City Employees.

The Consultant Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract. Update that information during the contract.

Contract Workers with over 1,000 Hours.

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code accordingly.

No Conflict of Interest.

Consultant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

Campaign Contributions (Initiative Measure No. 122)

Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in contracts with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. Please see Initiative 222, or call the Ethics Director with questions. For questions about this measure, contact: Polly Grow, Seattle Ethics and Elections, 206-615-1248, or polly.grow@seattle.gov.

7.29 Background Checks and Immigrant Status.

Background checks will be required for workers that will be performing the work under this contract. The City has strict policies regarding the use of Background checks, criminal checks and immigrant status for contract workers. The policies are incorporated into the contract and available for viewing on-line at <http://www.seattle.gov/business/WithSeattle.htm>

8. Response Materials and Submittal.

Prepare your response as follows. Use the following format and provide all attachments. Failure to provide all information below on proper forms and in order requested, may cause the City to reject your response.

- 1. Legal Name:** Submit a certificate, copy of web-page, or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a "Doing Business As" name or nickname in daily business; the City requires the legal name for your company. When preparing all forms below, use the proper company legal name. Your company's legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State's Office for each state. For the State of Washington, see <http://www.secstate.wa.gov/corps/>
- 2. Minimum Qualifications:** Provide a single page that lists each [Minimum Qualification](#), and exactly how you achieve each minimum qualification. Remember that the determination you have achieved all the minimum qualifications is made from this page. The Project Manager is not obligated to check references or search other materials to make this decision.
- 3. Mandatory - Consultant Questionnaire:** Submit the following in your response, even if you sent one in to the City for previous solicitations.
<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/3ConsultantQuestionnaire.docx>
- 4. Mandatory - Proposal Response:** This document details the forms, documents and format for your proposal response to the City. This response must include a detailed budget that does not exceed project amount of \$43,600.

Package Checklist.

Your response should be packaged with each of the following. This list assists with quality control before submittal of your final package. Addenda may change this list; check any final instructions:

1. Consultant Questionnaire (see [Embedded Form](#)).
2. Proof of Legal Business Name
3. Minimum Qualifications Sheet
4. Proposal Response (see [Proposal Response Section](#)).

9. Selection Process.

9.1 Initial Screening: The City will review responses for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to Step 2. Equal Benefits, Minimum Qualifications, satisfactory financial responsibility and other elements are screened in this Step. A significant failure to perform on past City projects may also be considered in determining the responsibility of a firm.

9.2 Proposal Evaluation: The City will evaluate proposals using the criteria below. Responses will be evaluated and ranked or scored.

Evaluation Criteria:

Project Information	15 points
Outcomes and Long Range Results	25 points
Community Involvement & Alignment	15 points
Management and Fiscal Responsibility	10 points
Budget	25 points
Inclusion Plan	10 points

9.3 Interviews: The City may interview top ranked firms that are most competitive. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and proposal submittals. Consultants invited to interview are to bring the assigned Project Manager named by the Consultant in the Proposal, and may bring other key personnel named in the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are not on the project team without advance authorization by the City Project Manager. If interviews are conducted, they will be worth 20 additional points.

9.4 References: The City may contact one or more references. The City may use references named or not named by the Proposer. The City may also consider the results of performance evaluations issued by the City on past projects.

9.5 Selection: The City shall select the highest ranked Proposer(s) for award including the interview (If applicable) and written proposal.

9.6 Contract Negotiations. The City may negotiate elements of the proposal as required to best meet the needs of the City, with the apparent successful Proposer. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the base contract, which has been attached (See Attachments).

9.7 Repeat of Evaluation: If no Consultant is selected after all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City

shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

10. Award and Contract Execution.

The Project Manager will provide timely notice of an intent to award to all Consultants responding to the Solicitation.

Protests to Project Manager.

Interested parties that wish to protest any aspect of this RFP selection process shall provide written notice to the City Project Manager.

Protests – City Purchasing and Contracting Services.

The City has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this process. Please see the City website at <http://www.seattle.gov/city-purchasing-and-contracting/solicitation-and-selection-protest-protocols> Interested parties have the obligation to know of and understand these rules, and to seek clarification from the City. Note there are time limits on protests, and submitters have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

Debriefs.

For a debrief, contact the City Project Manager.

Instructions to the Apparently Successful Consultant(s).

The Apparently Successful Consultant(s) will receive an Intent to Award Letter from the Project Manager after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within ten (10) business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the ten (10) day time frame, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

Checklist of Final Submittals Prior to Award.

The Consultant(s) should anticipate the Letter will require at least the following. Consultants are encouraged to prepare these documents when possible, to eliminate risks of late compliance.

- Seattle Business License is current and all taxes due have been paid.
- State of Washington Business License.
- Certificate of Insurance (if required)
- Special Licenses (if any)

Taxpayer Identification Number and W-9.

Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to the City, the Consultant must execute and submit this form prior to the contract execution date. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Insurance Requirements

Proof of insurance is required, link to Insurance Transmittal Form below.

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/5InsuranceTransmittalForm.docx>



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Neighborhoods

Kathy Nyland, Director

11. PROPOSAL RESPONSE

Applicant Organization Information

1. Name of Organization:
2. Project Contact Person:
3. Contact Person Address and Zip Code:
4. Phone Number:
5. Email Address:

RESPONSES TO QUESTIONS BELOW (#1 – 18) SHOULD BE LIMITED TO SEVEN PAGES, SINGLE-SPACED, 1" MARGINS, 12 PT FONT.

Project Information

1. Describe your organization's experience serving homeless youth.
2. Describe any job readiness or training programs or services that your organization currently offers.
3. Please describe your proposed project.
4. Describe the suite of skills/trainings you propose to offer in this workshop series.
5. Where will the project take place?
View district map [here](#). Please check all that apply:
☐ Citywide ☐ District 1 ☐ District 2 ☐ District 3 ☐ District 4
☐ District 5 ☐ District 6 ☐ District 7 ☐ Other, please specify:
(Provide additional specific site or general information as appropriate.)
6. How do you currently share information with youth participants about programs that your organization offers?
7. Describe your outreach plan for this project. How will you enlist partner support? How will you enroll participants?
8. How will you incorporate this project into your existing outreach plan?
9. How will you ensure that these workshops/trainings will serve homeless youth?
10. Will any of the programs your organization currently offers be enhanced through this project? If so, please describe how.

Seattle Department of Neighborhoods

Youth Voice, Youth Choice

"Job Readiness Workshops for Homeless Youth Project"

11/30/2016

Questions?

Contact Jenny Frankl

jenny.frankl@seattle.gov

(206) 396-0200

Outcomes and Long Range Results

11. What outcomes will be achieved because of this project? How will you measure success?
12. Why are these outcomes important for youth who are experiencing homelessness?
13. How does your organization plan to transition this project beyond this one-time funding source?

Community Involvement & Alignment

14. What organizations have been involved in formulating this project proposal?
15. What organizations will be involved in implementing/carrying out this project?
16. How would this project complement other efforts that currently exist in Seattle to address the employment needs of homeless youth?

Management and Fiscal Responsibility

17. Who are the two to three key people who will be involved and have primary responsibility for ensuring that the project moves forward? Identify the individuals by name, organizational affiliation (if appropriate), and contact information: home/business address, email address, and phone number.
18. If the funding for this project will go to a community organization, please identify the organization.

Fiscal Sponsor Information

Fiscal Sponsor Organization Name:

Fiscal Sponsor Address:

Federal Tax I.D. Number:

Fiscal Sponsor Contact Name:

Fiscal Sponsor Signer's Name:

Project Sponsor Signer's Name:

City, State Zip:

Fiscal Sponsor Contact Title:

Fiscal Sponsor Signer's Title:

Project Sponsor Signer's Title:

Project Budget

List the details of your project budget:

Personnel Expenses: For paid positions, indicate the rate of pay and number of hours to be worked.

Item	Description	Amount
1.		
2.		
3.		
4.		
	Sub-total	

Professional Services Expenses:

Item	Description	Amount
1.		
2.		
3.		
4.		
5.		
	Sub-total	

Supplies and Material Expenses:

Item	Description	Amount
1.		
2.		
3.		
4.		
5.		
6.		
	Sub-total	

Total Expenses:

	Total
Total	